

MEMO

To: Judiciary Employees
From: Payroll/Leave Accounting
Re: Important Dates
Date: June 15, 2009

Enclosed please find a Calendar of Events for June 2009 – February 2010

PLEASE NOTE:

2009 Leave Year will end on January 12, 2010. ALL Personal Leave must be taken and no “Adjustments” to Personal Leave can be made after Pay Period ending 1/12/2010.

2010 Personal Leave will be available January 13, 2010.